



## 2020-21 AmeriCorps Calendar

**Instructions:** *This calendar includes all programmatic and fiscal due dates and required trainings for the 2020-21 program year. In addition, it includes the dates Serve Indiana (SI) is closed, release dates for forms (i.e. close out package, progress reports) and additional events available to programs. SI expects programs to abide by due dates and to send at least one representative to each required training as applicable (consult the below legend for further instruction). All trainings are virtual until further notice.*

### **Additional Information:**

- **New program/staff events are only required for new programs/staff**
  - Programs and staff are considered new for the first two years.
- **All times are on Eastern Standard Time (EST)**
- **There is a separate grant application review process (GARP) with additional dates for submitting grants.**

### **Legend:**

**New Program/Staff Required Training**

**All Program Required Training**

**Deadline**

*State/National Holiday (SI Closed)*

**Non Required Events**



## June 2020

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- 5 **PY 2019-2020 All Program Call, Webex, 10:00-11:00am**
- 10 **PY 2020-2021 New Program Orientation, Introduction to AmeriCorps, Webex, 1:30pm-3:30pm**  
**19-20 Periodic Expenses Report (Operational and Fixed grants) due via OnCorps**
- 16 **PY 2020-2021 All Program Call, National Service Criminal History Checks, Webex, 1:30-3:30pm**
- 18 Serve Indiana Commission Meeting (10:00am-12:00pm), Location: Zoom
- 24 **PY 2020-2021 New Program/New Program Director Orientation Day 1, Zoom, 10:30am-12:00pm & 1:30pm-3:30pm**
- 25 **PY 2020-2021 All Program Orientation Day 2, Zoom, 10:30am-12:00pm & 1:30pm-3:30 pm**
- 30 **Request for Funds due (fixed and reimbursement)**

## July 2020

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- 1 PY 19-20 close out process communicated to all programs via email
- 3 *Independence Day Observed, Serve Indiana Closed*
- 10 **19-20 Periodic Expenses Report (Operational and Fixed grants) due via OnCorps**
- 15 Serve IN releases instructions on Training Calendar/Policy submission to 2020-2021 New Programs  
Serve IN releases OnCorps Budget Submission Reminder/Instructions to 2020-2021 All Programs  
Serve IN releases 2020-21 Capacity Assessment Pre-test (via Survey Monkey)
- 20 20-21 Signatory Authority Form Released (all programs)  
NSCHC Training Certification reminder sent to programs  
20-21 Directory released to programs for review
- 30 **PY 2020-2021 Program Director Open Q&A, Zoom, 1:30pm-3:30pm**
- 31 **19-20 Request for Funds due (fixed and reimbursement)**



19-20 Final Periodic Expense Report Extension Request Due for programs ending July 31, 2020 to Serve Indiana

20-21 Signatory Authority Form due to Serve Indiana (all programs)

20-21 Directory edits due to Serve Indiana

## August 2020

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- 5 **Fiscal Orientation Webinar, Webex, 10:00am-11:30am**
- 10 **Final PY 2019-20 Periodic Expense Report due (19-20 programs with end date of July 31)\***  
*\*Extensions for final PER must be submitted before July 31<sup>st</sup> to Serve Indiana*
- 15 **20-21 Budget due in OnCorps**
- 20 **Serve Indiana Commission Meeting (10:00-12:00pm), Location: Webex**
- 31 **19-20 Request for Funds due (fixed and reimbursement)**  
**2020-21 Training Calendar/Policy due to Serve Indiana (new programs)**  
**Final 19-20 PER submission extension request due (if applicable)**  
**NSCHC Training Certificate due to SI for all programs**  
**Serve Indiana releases 19-20 End of Year Progress Report instructions to AC programs via email**  
**2020-21 Capacity Assessment Pre-test due to Serve Indiana**
- TBD **2021-2021 AmeriCorps New/Re-compete Instructions released on Serve Indiana website**
- TBD **2021-2022 Grant Application Technical Assistance Hours**

## September 2020

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- 7 *Labor Day, SI Closed*
- 10 **Final PY 2019-20 Periodic Expense Report due (19-20 programs with end date of August 31)\***  
*\*Extensions for final PER must be submitted by August 31<sup>st</sup> to Serve Indiana*  
**PY 20-21 First Periodic Expenses Report (Operational and Fixed) due via OnCorps for programs that started August 1<sup>st</sup>**



- 11 **All Program Conference Call, Webex, 10:00-11:00 am**
- National Day of Service and Remembrance
- 18 **2020-21 Capacity Assessment Pre-test due to Serve Indiana (via Survey Monkey)**
- 30 **2019-20 Year End Progress Report due to SI (all programs) by 11:59pm**
- Final 2019-20 Request for Funds due (fixed and reimbursement) for PY 19-20**
- Request for Funds due (fixed and reimbursement) for PY 20-21**
- Final 2019-20 PY Aggregated Financial Report due to SI via OnCorps (March 2019-End of program year)**
- TBD 2021-2022 Grant Application Technical Assistance Hours

## October 2020

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- 1 **Serve Indiana Close Out checklist due to SI**
- 2 **New Program Conference Call, Webex, 10:00-11:00am**
- 10 **20-21 Periodic Expenses Report (Operational and Fixed) due via OnCorps**
- 12 *Indigenous People Day, SI closed*
- 13-14 ASC Fiscal Bootcamp, Austin, TX
- 15 **DWD Closeout Due from PY 2019-2020 to DWD Grants Closeouts**
- Serve Indiana Commission Meeting (10-12:00pm), Location: SOL Center, 708 E Michigan, Indianapolis, 46202
- 20-22 ASC Fiscal Training, Washington, D.C.
- 30 **Request for Funds due (fixed and reimbursement)**
- Risk Assessment results released to programs
- TBD **New, Recompete & Competitive Continuations for 2021-2022 Funding due in eGrants by 5:00 p.m. EST**
- TBD **2021-2022 Grant Application Technical Assistance Hours**



## November 2020

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- 3 *Election Day, SI closed*
- 6 **New Program/Staff Conference Call, 10:00-11:00am**
- 10 **Periodic Expenses Report (Operational and Fixed) due via OnCorps**
- 11 *Veteran's Day Serve Indiana Closed*
- 26 *Thanksgiving, Serve Indiana Closed*
- 27 *Lincoln's Birthday, Serve Indiana Closed*
- 30 **Request for Funds due (fixed and reimbursement)**
- TBD **GARP Reviews due to SI by 5:00 pm EST**

## December 2020

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- 9 **Winter Program Director Training, 10:00 am-4:00 pm, TBD**
- 10 **Periodic Expenses Report (Operational and Fixed) due via OnCorps**  
Serve Indiana Commission Meeting, New, Recompete & Competitive Continuation Funding (10:00 am-2:00pm), Location: TBD
- 24 *Washington's Birthday, Serve Indiana Closed*
- 25 *Christmas Day Observed, Serve Indiana Closed*
- 31 **Request for Funds due (fixed and reimbursement)**

## January 2021

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- 1 *New Year's Day Observed, Serve Indiana Closed*
- 10 **Periodic Expenses Report (Operational and Fixed) due via OnCorps**
- 18 *Martin Luther King Jr. Day, Serve Indiana Closed*  
*Martin Luther King Jr. Day of National Day [\(CNCS Information\)](#)*
- 30 **Request for Funds due (fixed and reimbursement)**



## February 2021

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- 5 **New Program/Staff Conference Call, 10:00am-11:00am**
- 10 **Periodic Expenses Report (Operational and Fixed) due via OnCorps**
- 18 Serve Indiana Commission Meeting (10-12:00pm), Location: TBD
- 28 **Request for Funds due (fixed and reimbursement)**  
Mid-Year Progress Report instructions released to programs

## March 2021

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- 5 **All Program Conference Call, 10:00-11:00am**
- 10 **Periodic Expenses Report (Operational and Fixed) due via OnCorps**
- 7-13 AmeriCorps Week ([CNCS Information](#))
- 30 **Request for Funds due (fixed and reimbursement)**  
**AFR due to SI via OnCorps (August-February 28; N/A Fixed)**
- 31 **Mid-Year Progress Report due to SI (Start of PY-February 28)**
- TBD **Formula Continuation Grants due to SI**

## April 2021

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- 2 *Good Friday, Serve Indiana closed*
- 5 Mayor and County Recognition Day for National Service ([CNCS Information](#))
- 8 **Spring Program Director Training, 10:00 am-4:00 pm, TBD**
- 10 **Periodic Expenses Report (Operational) and Fixed Invoice due via OnCorps**
- 15 Serve Indiana Commission Meeting (10:00am-2:00pm), Location: TBD



30 Request for Funds due (fixed and reimbursement)

## May 2021

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3 PY 21-22 Orientation RSVP & Needs Assessment Released to programs  
4 *Primary Election Day, Serve Indiana Closed*  
7 **All Program Conference Call, 10:00-11:00am**  
10 Periodic Expenses Report (Operational) and Fixed Invoice due via OnCorps  
21 PY 21-22 Orientation RSVP & Needs Assessment due to Serve Indiana via Survey Monkey  
30 Request for Funds due (fixed and reimbursement)  
31 *Memorial Day, Serve Indiana Closed*  
Grant Extension Request deadline (No extension will be granted if submitted after this date)

## June 2021

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4 **20-21 PY New Program Conference Call, 10:00-11:00am**  
9 **PY 2021-2022 New Program Orientation, Introduction to AmeriCorps, Webex, 1:30pm-3:30pm**  
10 Periodic Expenses Report (Operational and Fixed) due via OnCorps  
16 **PY 2021-2022 All Program Call, National Service Criminal History Checks, Webex, 1:30-3:30pm**  
17 Serve Indiana Commission Meeting, 10:00am-2:00pm, Location: TBD  
23 **PY 2021-2022 New Program/New Program Director Orientation Day 1, 10:30-12:00pm & 1:30pm-3:30pm, Location TBD**  
24 **PY 2021-2022 All Program Orientation Day 2, 10:30am-12:00pm & 1:30pm-3:30pm, Location TBD**  
30 Request for Funds due (fixed and reimbursement)



## July 2021

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- 1 Close out process PY 20-21 communicated to all programs via email
- 4 *Independence Day, Serve Indiana Closed*
- 5 *Independence Day Observed, Serve Indiana closed*
- 10 **20-21 Periodic Expenses Report (Operational and Fixed) due via OnCorps**
- 14 Serve IN releases instructions on Training Calendar/Policy submission to 2021-2022 New Programs  
Serve IN releases OnCorps Budget Submission Reminder/Instructions to 2021-2022 All Programs  
Serve IN releases 2021-22 Capacity Assessment Pre-test (via Survey Monkey)
- 20 21-22 Signatory Authority Form Released (all programs)  
NSCHC Training released to programs  
21-22 Directory released to programs for review
- 21 **PY 2020-2021 Program Director Open Q&A, Webex, 1:30pm-3:30pm**
- 30 **20-21 Request for Funds due (fixed and reimbursement)**  
**21-22 Signatory Authority Form due to Serve Indiana (all programs)**  
**21-22 Directory edits due to Serve Indiana**  
21-22 Training calendar and policy submission instructions released by SI to programs

## August 2021

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- 5 **21-22 Fiscal Orientation Webinar, 10:00am-11:30am (All Programs)**
- 10 **20-21 Periodic Expenses Report (Operational and Fixed) due via OnCorps (Final PER for programs with July 31 end date)**
- 19 Serve Indiana Commission Meeting (10:00am-12:00pm), Location: TBD
- 27 **2020-21 Budget due in OnCorps**  
**2021-22 Training Calendar/Policy due to Serve Indiana (new programs)**  
**NSCHC Training Certificate due to SI for all programs**
- 30 **20-21 Request for Funds due (fixed and reimbursement)**





**Final 20-21 PER submission extension request due (if applicable)**

TBD 2020-2021 AmeriCorps New/Re-compete Instructions released on Serve Indiana website

## September 2021

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1 SI releases End of Year Progress Report instructions for PY 20-21

6 *Labor Day, SI Closed*

10 **All Program Conference Call, 10:00-11:00am**

**Final PY 2020-21 Periodic Expense Report due (20-21 programs with end date of August 31)\***

*\*Extensions for final PER must be submitted by August 31<sup>st</sup> to Serve Indiana*

**PY 21-22 First Periodic Expenses Report (Operational and Fixed) due via OnCorps for programs that started August 1<sup>st</sup>**

11 National Day of Service and Remembrance ([CNCS Information](#))

30 **Final 2019-20 Request for Funds due (fixed and reimbursement)**

**Request for Funds due (fixed and reimbursement)\***

*\*Only applies to 20-21 programs and August 1 start for 21-22 programs*

**2020-21 Year End Progress Report due to SI (all programs)**

**Final 2020-21 PY Aggregated Financial Report due to SI via OnCorps (April-September 2021)**

## October 2021

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1 **Serve Indiana Closeout Checklist due to SI**

**New Program/Staff Conference Call, 10:00-11:00am**

10 **20-21 Periodic Expenses Report (Operational) and Fixed Invoice due via OnCorps**

11 *Indigenous Peoples Day, SI closed*



- 15     **Closeouts Due to DWD**
  - 21     Serve Indiana Commission Meeting (10-12:00pm), Location: TBD
  - 30     **Request for Funds due (fixed and reimbursement)**
  - 30     Risk Assessment results released to programs
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